

**To:** Martinsen, Jessica[Martinsen.Jessica@epa.gov]  
**Cc:** Lapp, Jeffrey[lapp.jeffrey@epa.gov]; Jefferson, Kim[Jefferson.Kim@epa.gov]  
**From:** Traver, Carrie  
**Sent:** Wed 3/30/2016 8:09:49 PM  
**Subject:** RE: Final draft of 3b letter

The letter is currently on Randy's desk - he's not in today, but will be in tomorrow.

It can be found at: L:\Share\OEP\404 letters\Virginia\Tri-City Properties\

Carrie Traver  
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**From:** Martinsen, Jessica  
**Sent:** Wednesday, March 30, 2016 10:30 AM  
**To:** Traver, Carrie <Traver.Carrie@epa.gov>  
**Cc:** Lapp, Jeffrey <lapp.jeffrey@epa.gov>  
**Subject:** Final draft of 3b letter

Carrie,

I've made some minor edits to the letter based on feedback from Jeff. Please find the final draft attached (read for editorial errors, like a misspelled, or missing word, etc). Please rename and save on the L-drive.

Would you please work with Kim to get this letter (and the enclosure) into a concurrence package for Shawn's signature? Barb and/or Todd can concur for both Jeff and myself. Randy is not in on Friday so the goal will be go get him to concur later today or by

tomorrow so the whole package can go upstairs by tomorrow.

Also, please send the final 3a letter and an electronic copy of this final draft to Renee. This way she has what she would need for Shawn's reading file over the weekend (they won't send home the concurrence package). If she happens to have time to review and suggest edits, that would be great.

Thank you!!

Jessica